



Computer & Network Specialist (Temporary/Internship)

Bank of North Dakota is seeking a dynamic individual for a temporary/internship program in a fast-paced environment with cutting edge technology. This position will setup computer workstations using Microsoft System Center Configuration Manager and configuring and installing software per Bank of North Dakota standards; assist with the maintenance and review of hardware inventory; download and apply regular updates and patches on computer systems; and assist in other projects and duties as assigned. Develop cooperative working relationships with others; represent BND to internal customers respectfully and professionally; deal calmly and effectively with high stress situations.

The qualified candidate must be currently in the process of obtaining a bachelor's or associates degree in a computer science field. Experience installing and supporting Windows XP and Windows 7 Workstations, and TCP/IP is a plus, but not required. Must possess high degree of interpersonal skills; attention to detail; be pleasant with others on the job and displaying a good-natured, cooperative attitude; ability to thrive in a team environment; must be able to interpret and communicate highly technical information to non-technically trained individuals and requires the ability to lift and move 50 pounds from one location to another. Preference will be given to students committed to a 6-month internship.

Salary Range: \$12/hour. University or college credits may apply to internship (student must check with university or college).

Work Schedule: Monday through Friday, 8 a.m. to 5 p.m., occasional evening and/or weekend hours may be required as necessary to complete scheduled upgrades/projects. Some flexibility may exist with candidate's school schedule.

Closing Date: February 7, 2014 (application material must be received in office February 7, 2014)

Submit [State of North Dakota Internship Program Application \(SFN 59151\)](#), resume and college transcript to:

Bank of North Dakota
Human Resources
1200 Memorial Hwy
Bismarck ND 58504

Or via email ewingenbach@nd.gov

BND invites you to complete the [Equal Employment Opportunity form](#), located at <http://banknd.nd.gov/>, and return to our Human Resources department. This information will be kept separate from your application and is used for governmental record keeping and statistical purposes only. Submission of this information is completely voluntary and will be kept confidential.

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

A credit, state and federal background check will be conducted on the final candidate.

If accommodation or assistance is needed in the application or interview process, please contact Eric Wingenbach (701) 328-5730 or 800-472-2166 ext. 3285730 or TTY 800-366-6888. EOE